

THE BISRA STONE LIME COMPANY LIMITED

(A Govt. of India Enterprise)

AG-104, Sourav Abasan, 2ND Floor, Sector-II, Salt Lake City, Kolkata-700091

CHAPTER-I

NOTICE INVITING TENDER

Tender Notice No.: BSLC/Tech-HO/03/2016/15

Dated :03/03/ 2016

Sealed tenders in prescribed format are invited in two parts i.e Techno-commercial Bid & Price Bid from Insurance Companies to provide policy to cover Directors and Officers liability insurance of BSLC.

SALIENT FEATURE OF THE BID

Sl.No.	Particulars	Detailed of Tender
1	Tender Notice No.	BSLC/Tech-HO/03 /2016/15 Dated 03/03/ 2016
2	Name of the work	Provide policy to cover Directors and Officers liability insurance of BSLC.
3	Cost of Tender Document	Rs.1,05/- (Rupees one hundred five only) Public Sector Undertakings (PSUs) / Central Public Sector Enterprises (CPSEs) under Government of India are exempted from submission of Cost of Tender Document.
4	Earnest Money Deposit	Rs.2,000/- (Rupees Two thousand only) The amount of Earnest Money shall be deposited by way of Demand Draft from any Nationalized/ Scheduled Bank except Co-operative and Gramin Bank(s) payable to "The Bisra Stone Lime Company Limited" at Kolkata. Public Sector Undertakings (PSUs) / Central Public Sector Enterprises (CPSEs) under Government of India are exempted from submission of EMD.
5	Availability of tender Documents	Office of the DGM(Tech.), Head Office, Kolkata & from www.birdgroup.gov.in
6	Date of Issue of Bid Documents	To 03/03/2016
7	Date of Submission of Bid Documents	Up to 14/03/2016 Time 3.30 pm
8	Date of Opening of Technical Bid	On 14/03/2016 Time 4.00 pm
9	Date of Opening of Price Bid	To be intimated later on after technical evaluation.
10	Period of Contract	1 year from issuance of LOI/Work Order.
11	Validity Period of Bid	90 (Ninety) Calendar days

INFORMATION TO BIDDERS:

Interested bidders may obtain further information from the office of the -

DGM (Tech.),

THE BISRA STONE LIME COMPANY LIMITED

AG-104, Sourav Abasan, 2nd Floor, Sector-II, Salt Lake City, Kolkata-700091

“Any amendment issued prior to submission of Bids would be put on the BSLC website. All prospective bidders would be presumed to have examined all amendments on the website & have submitted their bids accordingly. A copy of such amendments shall be enclosed with the Bid.”

The Tender documents can be obtained from office of the DGM (Tech.), BSLC, AG-104, Sourav Abasan, 2nd Floor, Sector-II, Salt Lake City, Kolkata-700091 .

Alternatively, the tender documents can also be downloaded from our website www.birdgroup.gov.in, CPP portal and in such a case the cost of tender document in shape of demand draft should be submitted at the time of submission of the Techno-commercial Bid.

All other terms & conditions shall remain the same as stipulated in the Tender Schedule of the aforementioned Tender Notice. Further corrigendum/addendum, etc. if any, will be made available in our web site only.

Chapter I, Chapter II and Chapter III shall form the integral part of the tender document.

THE BISRA STONE LIME COMPANY LIMITED

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CHAPTER-II

Tender Notice No.: BSLC/Tech-HO/03 /2016/15

Dated :03/03/ 2016

1. SCOPE OF WORK:

Sealed tenders in prescribed format are invited in two parts i.e Techno-commercial Bid & Price Bid from Insurance Companies to provide policy to cover Directors (3 nos.) and Officers (31 nos.) of BSLC and managing the affairs of the Company under liability insurance for a period of 1(one) year including any additions and changes in the Directors and Officers during the currency of Insurance policy. The policy shall also cover employees of BSLC on secondment basis. This policy to also cover officers in similar grades of BSLC.

2. ELIGIBILITY CONDITION:

In order to qualify in the Techno-commercial Bid, the bidder must submit the documentary evidences in support of the followings along with the Techno-commercial Bid i.e Part-I:-

- I. The Bidder must be authorised by IRDA to provide such insurance product.
- II. Proof of payment made to BSLC towards Cost of Tender Document of Rs. 105/-.
- III. Earnest Money Deposit (EMD) of Rs. 2,000/- (Rupees Two thousand only) in shape of Demand Draft drawn on any Nationalized/Scheduled bank favouring "The Bisra Stone Lime Company Limited" payable at Kolkata.
- IV. Declaration to the effect that the bidder has accepted all the terms & conditions of the Tender Document as per Annexure-I attached herewith.
- V. Undertaking in the Bidder's letter head to the effect that the agency has not been blacklisted / debarred by any PSU or BSLC at any point of time as per Annexure-II attached herewith.

VI. Other Criteria -

The bidder has also to submit the following documents in support of his credentials -

- a) Document relating to Status of the bidder in form of the following -
 - Memorandum & Article of association in case of a Limited Company,
 - Registered Partnership Deed in case of partnership firm
 - An affidavit in case of a Proprietorship firm.
- b) Copy of PAN card
- c) Copy of Service Tax Registration Certificate.

Note:-

1. Submission of any forge document will attract legal action including the rejection of Tender or cancellation of contract at the risk and the cost of the agency, if awarded.
2. All documents along with the tender shall be self-attested by the authorised signatory of the bidder with official seal.
3. **EARNEST MONEY DEPOSIT:**

The bidder is required to deposit an amount of **Rs.2,000/-** (Rupees Two thousand only) as Earnest Money Deposit (EMD) in any of the form of Demand Drafts from Nationalised Bank / Scheduled Bank in India in favour of "The Bisra Stone Lime Company Limited", payable at Kolkata.

The Earnest Money will be refunded to the unsuccessful Bidders within one month after opening of the Price bid / Finalisation of the tender, whichever is later.

The Earnest Money deposited by the successful Bidder will be refunded after completion of Term of Policy.

EMD of the successful bidder shall be forfeited if the successful bidder does not commence the work.

No interest on the Earnest Money Deposit shall be paid.

Public Sector Undertakings (PSUs) / Central Public Sector Enterprises (CPSEs) under Government of India are exempted from submission of EMD and cost of Tender Document

4. EVALUATION OF THE BIDS:

Part - I, i.e. Techno-Commercial Bid shall be opened in the presence of the bidders or their authorized representative at time and date as given in Chapter - I.

Part - II i.e. Price Bid of the Bidders whose Techno-Commercial Bids are technically qualified will only be opened afterwards in presence of their authorized representatives on a suitable date and time which will be intimated to the technically eligible bidders in due course through Letter/Fax/Telephone. Bidder who will quote the lowest rate for the tender will be awarded the job subject to the fulfilment of all other terms and conditions of the tender.

Tenders containing overwriting, correction or erasing, without authentication with full signature on the page(s) of "**Price Bid**" and amount / quantity not shown in figures and words will liable for rejection. Submission of the price-bid in a format other than the requisite format may be liable for rejection by the Tender Committee. In case there is any discrepancy between figures and words, then the amount quoted in words will be considered for evaluation.

The L-1 offer will be evaluated on the basis of the lowest quoted Value in the price bid.

5. AWARD OF CONTRACT :

- i. The Company reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- ii. Award of contract shall be made at the absolute discretion of Company. The Company reserves the right to reject any part or whole of the tender without assigning any reason whatsoever. For such cancellation the Bidder shall not be entitled to claim any cost, charges, expenses incidental to or incurred by him through or in connection with the preparation and submission of tender.

6. PAYMENT TERMS:

Payment will be made in advance for the premium towards the liability insurance of the Directors & Officers of BSLC.

Payment will be made through RTGS/NEFT. The agency will have to submit the details of Bank A/c No., Branch, IFSC code, etc. for receiving the payment through RTGS/NEFT.

7. PERIOD OF CONTRACT: 1 year from the date of issue of Work Order.

Sd/-

Dy. General Manager (Technical)

THE BISRA STONE LIME COMPANY LIMITED

(A Govt. of India Enterprise)

AG-104, Sourav Abasan, 2ND Floor , Sector-II, Salt Lake City, Kolkata-700091

CHAPTER - III

GENERAL CONDITIONS

1. DEFINITIONS:

- a) **Tenderer/Bidder:** Tenderer/Bidder means an Individual, Society, Partnership Firm, Consortium or Company willing to participate by accepting terms and conditions given in the tender documents.
- b) **Tender:** Tender means the work to be perform according to the tender documents (both techno-commercial and price bid) submitted by the bidder for consideration of BSLC.
- c) **Name of the Tender:** Name of the Tender means the work to be performed by the bidder/tenderer.
- d) **Techno-Commercial Bid:** Techno-commercial Bid means documents regarding eligibility condition as stipulated in the tender documents for qualifying the bidder for consideration of the Price Bid.
- e) **Price Bid:** Price Bid means the document containing the scheduled rate to be considered for the purpose of evaluation and award of contract.
- h) **BSLC:** BSLC means "The Bisra Stone Lime Company Limited". A company incorporated in India and having its registered office at AG-104, Saurav Abasan, 2nd Floor, Sector - II, Salt Lake City, Kolkata - 700091.

2. TENDER SUBMISSION:

The bidder shall submit the Tender in 2 (two) parts consisting of Part-I (Techno-Commercial) and Part-II (Price Bid) each in separate envelopes duly sealed and super scribed with the Tender Notice Number.

The instruments of Earnest Money Deposit & Cost of Tender document are to be put in a separate envelope duly sealed and super scribed with the word "Earnest Money Deposit & Cost of Tender Document".

All the 3 (three) envelopes containing Part - I, Part - II, Earnest Money & Cost of Tender shall be put in a 4th (fourth) envelope duly sealed, super scribed with Tender Notice No., Name of the job, date of opening of Technical Bid and addressed to DGM(Tech.), BSLC, AG-104,Sourav Abasan, 2nd Floor, Sector-II, Salt Lake City,Kolkata-700091 .

Tender not submitted with Cost of tender Paper, EMD, Part - I and Part - II in separate covers properly sealed as prescribed above shall be considered as invalid and will be rejected.

Tenders can be submitted either by post, courier service or deposited in the Tender box in the office of the DGM (Tech.), BSLC, AG-104, Sourav Abasan, 2nd Floor, Sector-II, Salt Lake City, Kolkata-700091.

However, BSLC shall not be responsible for delay occurring in postal/ courier services resulting in non-submission of the bid documents within time.

Tenders not received in prescribed format will be liable to be summarily rejected.

Conditional Bids not adhering to the Tendered terms and conditions are liable to be rejected.

Tenders will be received up to 3.30 P.M. on 14/03/2016 and will be opened on the same day at 4.00 P.M. in the presence of bidders or their authorized representatives.

The bidders will be intimated about the date & time of the price bid opening in advance through Letter/Fax/Telephone.

Bidders should indicate their Bank A/c details for making payments through RTGS/NEFT.

BSLC reserves the right to accept or reject any or all tenders or distributes the work amongst different bidders without assigning any reason thereof.

The tender document shall have to be signed by the bidder in each page and the terms & conditions must not be altered failing which the tender will be rejected.

3. OPENING OF TENDER:

Part - I, i.e. Techno-Commercial Bid shall be opened in the presence of the bidders or their authorized representative on 14/03/2016.

Part - II i.e. Price Bid of the Bidders, whose Techno-Commercial Bids are found acceptable shall be opened afterwards on a suitable date, which will be intimated to the bidders in due course through Letter/Fax/Telephone.

BSLC also reserves the right to cancel/postpone the date of receipt and opening of the Tender without bearing any liability whatsoever, consequent upon such decision.

4. VALIDITY :

The Tender and the prices quoted shall be deemed to remain valid for a period of 90 days from the date of opening of Techno-Commercial Bid. In case of Tenderer revoking or withdrawing/ cancelling his Tender or varying any term in regard thereof during the validity period of the Tender, without the written consent of BSLC, the tender submitted shall be liable for rejection and the BSLC shall forfeit the Earnest Money paid by the Tenderer along with the Tender.

5. ARBITRATION:

5.1 For Agencies other than PSU:-

In the event of any dispute or difference between the Company and Successful Bidder, such dispute or difference shall be resolved amicably by mutual consultations. If however, any dispute or difference remains unresolved, the same shall be settled by Arbitration by referring the claims to the sole Arbitrator to be appointed by the Managing Director/Chief Executive (designated by any other name) of BSLC, the Company, who shall be the appointing authority of sole Arbitrator.

The venue of Arbitration shall be at High Court, Kolkata and the cost of the Arbitration shall be as decided by the Hon'ble Arbitrator. No court shall have the jurisdiction to settle any dispute in view of this arbitration Clause. The award of such arbitration shall be binding on both the parties.

In case the matter is referred to Arbitration, the Company shall be relieved of its responsibility if the Contractor does not pay the amount due to Company i.e. BSLC or does not fulfill the terms & conditions as agreed to under this WO/LOI.

Subject to above, the proceedings shall be as per the Arbitration and Conciliation Act 1996.

Notwithstanding above, if any matter need judicial adjudication, the Courts of High Court, Kolkata only will have jurisdiction.

5.2 For PSU Agencies:-

In the event of any dispute or difference between the parties hitherto, such dispute or difference shall be resolved amicably by mutual consultations. If however, any dispute or difference remains unresolved, the same shall be settled by arbitration. The arbitration procedure shall be as per DPE guidelines, as laid down by the Government from time to time.

Subject to above, the proceedings shall be as per the Arbitration and Conciliation Act 1996 and PMA Guidelines of DPE vide O.M. No. 4(1)/2011/DPE(PMA)-GL dated 12/06/2013 & dated 24/03/2014.

6. **COUNTER OFFER:**

Any offer of the bidder which stipulates deviations from the terms & conditions stipulated in Chapter-II & Chapter-III of the tender document will be treated as counter offer and may be liable for rejection.

7. **OTHER CONDITIONS:**

- The tender document shall have to be signed by the bidder in each page and the terms & conditions must not be altered failing which the tender will be rejected.
- Tender document containing 'over written' or 'erased' rate or rates and amount not shown in figures and words in English will be liable to rejection.
- Any tender containing clerical or arithmetical mistakes may be rejected. Any request from the bidder in respect of additions, alterations, modifications etc of either terms or conditions or rates of his tender after opening of the tender may lead to rejection of his tender.
- Any waiver of any clause of this contract can be done only by the competent authority of the Company.

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CERTIFICATE TO BE GIVEN BY THE BIDDER:

I/we certify that the above-mentioned particulars are correct and true to the best of my / our knowledge. In case any statement made above is found incorrect, my / our tender may be rejected by the company.

Further, I/we also certify that I/we have visited the site and got acquainted with local conditions. My/our price bid is based on the basis of our full understanding about the job. I/we also authorize the company to forfeit my earnest money in case I/we fail to take up the job in the event of acceptance of my/our tender by BSLC.

SIGNATURE OF BIDDER

WITH SEAL & DATE

DECLARATION BY THE BIDDER

To

The DGM(Tech.)

The Bisra Stone Lime Company Limited,

AG-104, Sourav Abasan, 2nd Floor, Sector-II, Salt Lake City, Kolkata-700091

Sub Provide policy to cover Directors and Officers liability insurance of BSLC.

Ref. :Tender Notice No.: BSLC/Tech-HO/03 /2016/15

Dated :03/03/ 2016

Dear Sir,

In response to the tender invited by you, I/We have examined the general conditions and other terms and conditions of the contract and I/We agree to abide by all instructions in these documents attached hereto and hereby bind myself/ourselves to execute the work as per schedule stipulated in the Tender Notice.

I/We further agree to sign and execute all agreements/bonds as may be required by BSLC to abide by the general conditions and other conditions of the contract and to carry out all work as per specifications, failing which, I/We shall have no objection for the forfeiture of the earnest money/security money deposited with the company.

I/We also undertake that I/we have not been blacklisted by any PSU or debarred by BSLC at any time.

I/We enclose herewith the required documents.

Yours faithfully,

**SIGNATURE OF THE BIDDER
WITH SEAL & DATE**

Encl: List of documents.

- i) Part-I Techno Commercial Bid
- ii) Part-II Price Bid.
- iii) EMD & Cost of Tender

THE BISRA STONE LIME COMPANY LIMITED (A Govt. of India Enterprise) AG-104, Sourav Abasan, 2ND Floor, Sector-II, Salt Lake City, Kolkata-700091
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PART- II

PRICE BID

Ref No.: BSLC/Tech-HO/03 /2016/15

Dated: 03/03/ 2016

	Amount (Rs.) (In Figures)	Amount (Rs.) (In Words)
Premium for D & O Policy : Sum Assured: Rs. 1 Crore (AOA:AOY)=1:1		

Note:

- 1) The Bidder shall quote price which should include all Taxes, Duties. No extra cost will be entertained on account of any Taxes and duties.
- 2) In case there is any discrepancy between figures and words, then the amount quoted in words will be considered for evaluation.
- 3) The L-1 offer will be evaluated on the basis of the above quoted Value.
- 4) Conditional Bids are liable to be rejected.

**SIGNATURE OF THE BIDDER
WITH SEAL & DATE**